

**CODE: 1870
FLSA: EXEMPT
GRADE: 24**

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: VEHICLE & EQUIPMENT SUPERINTENDENT
VEHICLE MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs advanced managerial and administrative work in coordinating and supervising vehicle and equipment maintenance activities. Work involves maintaining and repairing a variety of light, medium, and heavy-duty and specialized vehicle equipment; handling the responsibility for detailed scheduling and assignment of work; inspecting of work while in-progress and upon completion; handling the general coordination of maintenance and repair activities upon completion, and the general coordination of maintenance and repair activities; making decisions about when to repair or replace parts, weighing cost of mechanic labor compared to parts costs, and ensuring compliance with safety requirements; resolving repair scheduling conflicts and prioritizing projects to meet the vehicle repair needs of multiple departments frequently handling emergencies; and ensuring compliance with OSHA safety standards as well as Department of Energy and Virginia State Department of Environmental Quality acts and policies as they pertain to fleet operations. Reports to Director of Public Works.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Plans, organizes, schedules, assigns, trains, and inspects the work of a groups of skilled employees engaged in preventative maintenance and repair work; oversees the general maintenance of the shop area; assists mechanics and participates in the work as necessary; interviews prospective employees; assesses subordinates; recommends personnel action for employment, evaluation, and termination.

Researches and writes vehicle and equipment specifications; reviews bids and equipment to ensure adherence to requested specifications; researches Virginia State and Federal requirements to ensure the fleet is in compliance with all mandates and policies; researches new technologies to determine the best components for Town needs; deals with outside vendors in the procurement of material and equipment; determines and justifies vehicle and equipment replacement; maintains Vehicle Replacement Program; arranges auction to sell Town vehicles.

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Prepares, oversees, and has authority over Vehicle and Equipment Maintenance budget, as well as equipment items in other division's budget; maintains records; prepares reports.

Supervises and ensures compliance with Virginia Inspection and Emission programs for all Town vehicles; oversees Department of Motor Vehicles paperwork, vehicle titling, vehicle tags and renewals, and undercover vehicle files; anticipates seasonal equipment needs; procures, maintains, and licenses two-way radio communication system.

Maintains fueling facility; arranges fueling with other jurisdictions in the event of an emergency and/or necessary shut down of the Town fueling facility including being in emergency contact for hazardous material spills and spills of fuel, and all chemicals used by the Town.

Receives and/or reviews various records and reports such as safety notices and reports from other divisions, mandated requirements, department requests/PM schedules, budget information, and vehicle standards and safety information.

Prepares and/or processes various records and reports such as specifications, Vehicle Replacement Program, budgetary information, Safety Committee findings, and fleet reports.

Refers to budget, Vehicle Replacement Program, OSHA/State and Federal policies and mandates, vehicle records and division/operator input, administrative regulations, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as entire fleet of vehicles and equipment, calculator, copier, fax machine, personal computer, SPX OTC scope multimeter, scan tool, etc.

Uses a variety of tools such as classes, equipment shows, equipment exhibits, Federal/State regulations, vehicle and equipment manuals, welder, plasma cutter, iron worker, automotive hand and power tools, etc.; a variety of supplies such as writing instruments, paper, folders, envelopes, files, oxygen/acetylene, fuel, auto supplies, first aid/safety supplies, etc.; and a variety of computer software such as Fleet Controller, Microsoft Word, Microsoft Excel, Outlook Express, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Director of Public Works, Town Council, Town Manager/department heads, Vehicle Maintenance personnel, vehicle and equipment manufacturers and vendors, Superintendents, and the general public.

ADDITIONAL JOB FUNCTIONS

Serves as Northside Public Works Facility Manager; handles the responsibility for management of the facility; maintains and oversees all repairs including sublet and scheduled maintenance of Northside Public Works Facility; reviews contracts pertaining the facility before they are approved; serves as emergency contact for fire and gas detection alarms and/or emergencies; attends citizen meetings regarding the facility such as equipment emissions, lighting, and noise; ensures the facility is maintained in a professional manner.

Serves as a member of the Town Safety Committee; oversees and investigates safety committee members' suggestions and concerns.

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Reviews supervisor's and employee's on the job injuries and property damage reports from all departments and divisions.

Trains Vehicle and Equipment Supervisor in the duties of the Vehicle and Equipment Maintenance Superintendent.

Works with other divisions to solve problems that are not vehicle or equipment related.

Oversees, coordinates, hosts, and maintains a safe environment during Citizen Public Works Day.

Performs general administrative work, including but not limited to attending and conducting meetings, reviewing mail and literature, compiling data for reports, preparing reports and correspondence, entering computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a technical school diploma in mechanics or closely related field, and six to nine years of experience in vehicle maintenance, equipment maintenance, or closely related field with one to two years in a supervisory capacity; or any combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a State Inspector license and A/C Freon license. Must have a valid State driver's license with related endorsements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including computers, calculators, copiers, automotive diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Physical requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

Language Ability: Requires the ability to read correspondence, reports, invoices, manuals, purchase orders, inventory reports, schedules, etc. Requires the ability to prepare reports, purchase orders, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; and to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including automotive, mechanical and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automotive equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Vehicle and Equipment Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Vehicle and Equipment Superintendent. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the functions and interrelationships of the Town and other governmental agencies. Has thorough knowledge of the characteristics and operating principles of internal combustion engines. Has considerable knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining gasoline-and diesel-powered automobiles and trucks. Has considerable knowledge of the materials and parts used for the repair of automotive equipment. Has considerable knowledge of the various testing devices, machines, and hand tools used in mechanical repair work. Has thorough knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations. Has considerable knowledge of the principles and practices of inventory control. Has considerable knowledge of prices and local sources of supply for necessary garage supplies, materials, and replacement parts. Is skilled in the use of machine and hand tools. Is able to plan and ensure adherence to a

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preventive maintenance plan suitable for the Town's automotive fleet and equipment. Has considerable knowledge of the materials and parts used for the repair of automotive equipment. Has considerable knowledge of the occupational hazards and proper safety precautions of the work. Is skilled in the use of machine and hand tools. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to plan work details and carry out work assignments. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to exercise considerable independent judgment in applying standards to technical aspects of work. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to maintain accurate files and compile data into report form. Is able to perform the manual labor associated with major mechanical repair work. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to establish and maintain effective working relationships as necessitated by work assignment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

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Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

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Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.